

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 11-418

**SHAW AIR FORCE BASE
Supplement**

20 AUGUST 2012

Flying Operations

OPERATIONS SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 20 OG/OGV

Certified by: 20 OG/CC
(Col James R. Sears)

Supersedes: AFI 11-418 SHAWAFBSUP,
25 September 2008

Pages: 16

AFI 11-418, 15 September 2011, is supplemented as follows: This publication expands and further defines the Shaw AFB operations supervision training, responsibilities, and interface with other agencies involved in the command/control of flying activities. This publication applies to all Shaw AFB flying units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

Refer recommended changes and questions about this publication to 20 OG/OGV, 438 Killian Ave, Shaw AFB, SC 29152-5046, using AF Form 847, *Recommendation for Change of Publication*; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

The majority of changes are in re-organizing paragraphs to line up with the parent regulation. The Supervisor of Flying (SOF) Instructor certification program has been revised (paragraph 6.5.6.1.), the SOF nomination memorandum has been revised (Attachment 5), and multiple frequencies and referenced publications are updated.

2.2.2. The intent of the Operations Supervisor (Top 3)/Senior Duty Officer (SDO) position is to have the most qualified individual present to make ops-related decisions involving daily flying activities. Under normal circumstances, this duty will be performed by a Top 3 qualified individual. Under rare circumstances of reduced manning, such as deployed or “split” operations, the FS/CC can designate an additional highly-qualified individual to act as SDO. This requires 20 OG/CC approval.

3.1.1.1. (Added) The Shaw AFB local area encompasses all Military Operating Areas (MOAs), Warning Areas, Restricted Areas, Class A/B/C Ranges, Military Training Routes, military bases and civil airfields within a 250 NM radius of Shaw AFB.

3.1.2.1. (Added) Cross-country sorties, other than those originating or terminating at Shaw AFB, should be considered On-Going Off-Station sorties and require an SDO.

3.1.4.1. (Added) A SOF is not required for local air defense sorties, whether it is a deployed unit or 20 OG-assigned tasking. The designated Alert Mission Director will fulfill the Top 3 role for alert taskings.

4.3.1.1. (Added) The SOF must coordinate with the 20 OG/CC and notify the command post prior to leaving the tower for an extended no-fly period. Include a telephone number and take the FM radio. Command Post will notify fighter squadrons. If a changeover is required, arrange to transfer responsibility and notify the command post and 20 OG/CC. The squadrons will notify the command post when they plan to resume flying operations.

4.3.2.2. (Added) The SOF should be familiar with the daily flying schedule including all upgrades, check rides and training requirements during his/her period of SOF duty.

4.3.2.3. (Added) The SOF will be primarily responsible for all 20 FW aircraft once they have left their respective squadron parking areas. This includes aircraft on taxiway Alpha, in arm, de-arm and the hot pits.

4.3.4.1. (Added) SOFs will take action to prevent or limit foreign object damage (FOD). If maintenance discovers a FOD hazard, Maintenance Operations Center (MOC) will notify the SOF of tail number, type of Foreign Object (FO) and possible location. The SOF will accomplish the FOD Hazard Checklist. Operations will be deconflicted to avoid exposing other aircraft to FO.

4.3.5.1. (Added) When an aircraft has experienced a serious in-flight or ground emergency, reference restrictions in the 20 FW Pilot Aid as to whether the pilot should shut down on the runway, at the End of Runway (EOR), or taxi back to parking.

4.3.7.1. (Added) SOFs will continuously strive to keep abreast of changes that impact Shaw AFB, local diverts, training airspace, and the flying schedule, including periodically reviewing Notices to Airmen (NOTAMs).

4.3.8.1. (Added) SOFs and Top 3s will be proactive to mitigate risks associated with thunderstorms, especially the hazard posed by lightning to personnel on the ground. If lightning

is observed or estimated to be within 5 miles of Shaw, immediately accomplish the Lightning within 5 Checklist.

4.3.8.2. **(Added)** A reduced flying schedule is an option when weather doesn't permit visual flight rules (VFR) patterns, Air Traffic Control (ATC) saturation is likely, or useable training airspace is limited. The SOF should evaluate the weather, alternates and ATC capabilities and make a recommendation to the 20 OG/CC.

4.3.8.3. **(Added)** The SOF will be the primary decision-maker for weather holds and will coordinate with the squadrons and 20 OG/CC for decisions regarding weather cancels.

4.3.8.4. **(Added)** When transitioning from weather hold back to flying, the SOF will determine the first takeoff time with the 20 OG/CC.

4.3.9.1. **(Added)** The SOF should coordinate runway changes with the tower watch supervisor IAW the Runway Change Checklist. The SOF determines whether conditions dictate suspending flying operations. Normally, SOFs should recommend a runway change if tailwind component exceeds 10 knots.

4.3.9.2. **(Added)** The SOF will notify tower watch supervisor if pilots request an airfield lighting change.

4.3.10.1. **(Added)** SOFs will use the 20 FW SOF Tour Report (SHAWAFB Form 26, *SOF Tour Report*) as the daily log. Instructions for filling out the report are located in the SOF Quick Reaction Checklist (QRC). Additionally, as part of certification, SOF nominees will receive instruction on how to complete the reports during their academics with 20 OG/OGV and during their first supervised SOF Tour.

4.3.11.1. **(Added)** Inform the 20 OG/CC of all emergencies when time permits.

4.3.12. **(Added)** Replacement SOFs will accomplish the SOF Changeover Checklist. If there is an emergency in progress, the replacement SOF will assist the on-duty SOF until the emergency is terminated.

4.3.13. **(Added)** The SOF will accomplish the SOF Closing Checklist once all aircraft are shutdown.

4.4.5.2.1. **(Added)** Prior to the first pilot step, Top 3s will verify Patriot Excalibur (PEX) is correct. Changes will be updated in PEX by Squadron Aviation Resource Management (SARM) personnel. Advise the SOF if changes affect pilot name, call sign, number of aircraft, weather category, upgrades or flight times. Amend flight plans through Airfield Management, if required.

4.4.5.3.1. **(Added)** Squadron Top 3s are directly responsible for their pilots and aircraft prior to taxi and once they are back in parking. Decisions pertaining to scheduling changes, operations cancels, and spare procedures are primarily the responsibility of squadron Top 3s.

4.5.4. **(Added)** The 20 FW Command Post will be notified of active runway, designated alternate, changes in airfield status, and schedule adds/changes as a result of a completed AF Form 2407.

5.1.1.1. **(Added)** Shaw AFB single frequency approach (SFA) is UHF 19. Under most circumstances, emergency aircraft should also be directed to contact the SOF on VHF 18 for discrete coordination with the SOF.

5.1.1.2. **(Added)** The SOF will coordinate requests for SFA with tower watch supervisor who will, in-turn, coordinate with Radar Approach Control (RAPCON).

5.1.2.1. **(Added)** Tower personnel will notify appropriate agencies via activation of the "Crash Net."

5.1.6.1. **(Added)** If there is a doubt as to whether a condition will worsen, the SOF should not hesitate to declare an emergency.

5.1.9. **(Added)** The runway will be inspected following any emergency that may adversely affect runway conditions. Coordinate requests through tower watch supervisor or airfield management.

6.1.2.1. **(Added)** The SOF may use GUARD anytime an emergency dictates, or to broadcast updated field conditions or alternate requirements. Normally the SOF should consult the watch supervisor or have the watch supervisor make/coordinate radio calls on GUARD.

6.1.2.2. **(Added)** In the interest of safety, emergency response agencies, such as the Fire Chief or Emergency Power Unit (EPU) response team, do not need to coordinate through the SOF prior to transmitting directly on UHF channel 19 to distressed pilots once they have landed. The tower will advise the Fire Chief or EPU response team when the pilot is on channel 19. The Fire Chief will release the channel back to the tower at the conclusion of the emergency.

6.1.3. **(Added)** Unfavorable conditions between the SOF and Tower, RAPCON, or Airfield Management should be reported to 20 OG/OGV. 20 OG/OGV and 20 OSS/OSA will resolve any training, procedural, or personnel issues.

6.2.2.1. **(Added)** For local flying operations, the maximum SOF duty shift is 8 hours. The SOF duty shift may be extended to 12 hours with 20 OG/CC approval for events such as contingency operations, deployments or Phase I/II operations.

6.2.3.1. **(Added)** The SOF will be in the control tower 90 minutes prior to first takeoff.

6.3.2.5. **(Added)** The 20 FW SOF's designated alternate duty locations are:

6.3.2.5.1. **(Added)** The SOF vehicle on the airfield.

6.3.2.5.2. **(Added)** The squadron operations desk.

6.3.2.5.3. **(Added)** The command post.

6.4.2.1. **(Added)** Weather reporting resources include: Local Weather Network System (LWNS), Shaw Intranet, RAPCON scope, and Pilot Reports (PIREPS). Use of RAPCON scope will be coordinated with tower watch supervisor and should be used only as a quick reference for weather conditions. The SOF will relay PIREPs to the tower and base weather. Ensure PIREP information is reported on Automated Terminal Information Service (ATIS) and pilots are aware of the latest applicable PIREP information.

6.4.3.1. **(Added)** The SOF vehicle will be kept at the base of the tower. 20 OG/OGV will ensure the SOF vehicle is in good working order. During emergencies or airfield inspections, the SOF should normally remain in the tower, but it is at the SOF's discretion to use the SOF vehicle when deemed necessary.

6.4.7.1. **(Added)** If tower personnel are using alternate location procedures, the SOF will use the SOF vehicle (reference the SOF Bugout Checklist located in the SOF Quick Reaction

Checklist). The SOF should monitor all takeoffs and landings. The vehicle location should provide a clear view of approaches to the active runways, normally near the approach end.

6.4.7.2. **(Added)** When using the SOF vehicle as an alternate duty location, the SOF will take the SOF Kit from the tower.

6.5.1.2. **(Added)** SOF nominees will have completed the four-ship flight lead upgrade program before entry in the SOF upgrade program.

6.5.6.1. **(Added)** Once certified as a SOF, all SOFs are qualified as SOF Instructors. This is indicated by the OG/CC signature on the SOF Certification Memorandum and squadron letter of X's (LOXs) by a 'X' in the SOF column.

6.6.1.1. **(Added)** All 20 FW upgrading SOFs must complete the training and certification program IAW 20 FW SOF Training/Certification Program (Attachment 6).

6.6.2.1. **(Added)** Prior to beginning the SOF upgrade, SOF upgrade nominees will be approved by their squadron commander (20 FW SOF Nomination Memorandum, Attachment 5).

6.7.2.1. **(Added)** Aviation Resource Management System (ARMS) will be used to track SOF currency. After every SOF tour, individuals will update their currency by logging a SOF event in PEX. Supervised tours will be documented on the 20 FW SOF Tour Report (SHAWAFB Form 26, *SOF Tour Report*).

6.8.1.1. **(Added)** 20 FW/SEF, 20 FW/XPI, 20 OSS/OSA and 20 OSS/OSW should be consulted when developing semi-annual meeting agendas.

6.8.2.1. **(Added)** The annual review and 20 OG/CC briefing will be accomplished semi-annually in conjunction with the semi-annual SOF meeting.

6.9.1.1. **(Added)** 20 OG/OGV is the OPR for administration of the 20 FW Operations Supervision Program.

6.9.2.3.1. **(Added)** Original initial certification training records will be retained by the squadron in the individual's grade book.

6.9.2.3.2. **(Added)** 20 OG/OGV will track continuation training records via PEX using the Flight Crew Information File (FCIF) function. Semi-annual meeting minutes will be posted in PEX as a SOF Read File which will allow 20 OG/OGV to confirm that all SOFs have either attended the meeting or reviewed the minutes.

8.3.1. **(Added)** A SOF will be in the tower for all functional check flights (FCFs). If an FCF is outside the normal flying window, the affected squadron will schedule the SOF. A Top 3 is not required.

8.4.1. **(Added)** The SOF Read File will be maintained by 20 OG/OGV. Electronic copies will be stored on the OGV SharePoint Site and in PEX. Hard copies will be kept in the tower at the SOF position. 20 OG/OGV will review the Read File contents annually.

8.5.1. **(Added)** The primary reference for the SOF local procedures and checklists is the 20 FW SOF QRC. The SOF Quick Reaction Checklist contains the following: SOF Opening Checklist, SOF Changeover Checklist, SOF Closing Checklist, SOF Tour Report Guidance, Recurring SOF duties, SOF Bugout Checklist, phone numbers for reference, and emergency checklists.

8.5.2. **(Added)** The 20 FW SOF Quick Reaction Checklist is maintained on the 20 OGV SharePoint. A hard copy of the SOF Quick Reaction Checklist is kept in the tower for reference by the SOF.

8.5.3. **(Added)** The SOF kit will be maintained in the control tower by 20 OG/OGV and will contain:

8.5.3.1. **(Added)** 20 FW SOF Quick Reaction Checklist

8.5.3.2. **(Added)** 20 FW Pilot Aid

8.5.3.3. **(Added)** T.O. 1F-16CM-1CL-1, *Flight Crew Checklist*

8.5.3.4. **(Added)** T.O. 1F-16CM-34CL-1, *Avionics and Nonnuclear Weapons Delivery Flight Crew Procedures*

8.5.3.5. **(Added)** FLIP (High and Low volumes and high charts to cover local flying area, IFR Supp and FIH)

8.5.3.6. **(Added)** SOF Binder 1 (current SOF and FCIF read files)

8.5.3.7. **(Added)** SOF Binder 2

8.5.3.7.1. **(Added)** AFI 11-418, *Operations Supervision*, and AFI 11-418 SHAWAFBSUP1

8.5.3.7.2. **(Added)** AFI 11-202V3, *General Flight Rules*

8.5.3.7.3. **(Added)** AFI 11-2F-16V3, *F-16 Operations Procedures*, and AFI 11-2F-16V3_SHAWAFBSUP1

8.5.3.7.4. **(Added)** SHAWAFBI 11-250, *Airfield Operations and Base Flying Procedures*

8.5.3.7.5. **(Added)** SAFB Plan 90-201, *Exercises and Inspections*

8.5.3.7.6. **(Added)** SAFB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*

8.5.3.7.7. **(Added)** SAFB Plan 91-204, *Aircraft Mishap Response Plan*

8.5.3.7.8. **(Added)** SAFB Plan 108, *Hurricane Evacuation Plan*

8.5.3.7.9. **(Added)** SAFB Plan 31-101, *Installation Security Plan*

8.5.3.8. **(Added)** SOF Binder 3 (T.O. 1F-16CM-1, *Flight Manual*)

8.5.3.9. **(Added)** Flashlight

8.5.3.10. **(Added)** Binoculars

8.6.1. **(Added)** Deployed units will coordinate supervision requirements through their host-unit project officer and 20 OG/OGV. If a deployed unit requires operations supervision integration, 20 OG/OGV will draft a letter of agreement (LOA) for 20 OG/CC approval.

8.7.1. **(Added)** The 20 OG/CC will be immediately available via OG hotline or 20 FW FM net. The 20 OG/CC may be represented by 20 OG/CD or a FS/CC within the 20 OG.

8.7.2. **(Added)** The SOF will be immediately available via SOF hotline, 20 FW FM net or UHF/VHF radio.

8.7.3. **(Added)** The SDO will be immediately available by phone (IAW unit recall roster). If the SDO is not the FS/DO, the 20 OG/CC and 20 FW/CP will be notified.

8.7.4. **(Added)** The SOF position in the control tower will have dedicated landlines for each squadron, command post, base weather, RAPCON, airfield management, MOC, 20 FW/CC, and 20 OG/CC, as well as a Class A line.

8.8.1. **(Added)** Conference Hotel procedures are contained in the 20 FW SOF Quick Reaction Checklist.

8.9.1. **(Added)** Recommendations for SOF program improvements or AF Form 847, *Recommendation for Change of Publications*, should be forwarded to 20 OG/OGV.

8.9.2. **(Added)** Equipment discrepancies, such as radio or phone problems, should be reported to the tower watch supervisor and noted in the 20 FW SOF Tour Report (SHAWAFB Form 26).

8.9.3. **(Added)** SOF position discrepancies, such as outdated FLIP or incomplete SOF kit, should be reported to 20 OG/OGV immediately.

8.9.4. **(Added)** SOF vehicle discrepancies should be reported to 20 OG/OGV.

8.10.1.1. **(Added)** Squadron Operations Supervisors (Top 3s) represent their respective FS/CC. Squadrons can tailor their Top 3 upgrade programs, but at a minimum, Top 3 upgrade programs must be IAW Attachment 8, 20 FW Top 3 Upgrade Program.

8.10.2.1. **(Added)** Squadrons will file the memorandum in Attachment 9, 20 FW Top 3 Nomination/Certification Memorandum, in the upgradee's grade book.

8.10.2.2. **(Added)** Every fighter squadron will have a Top 3 Checklist to ensure accomplishment of required duties. Minimum required checklist items are those listed in Attachment 10, 20 FW Top 3 Checklist Guide. Squadrons should add items based on unit procedures and policies.

8.10.2.3. **(Added)** Top 3s and SDOs do not have crew rest requirements or maximum duty periods.

CLAY W. HALL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

T.O. 1F-16CM-1, *Flight Manual*, 1 Jul 2011

T.O. 1F-16CM-1CL-1, *Flight Crew Checklist*, 15 Apr 2007

T.O. 1F-16CM-34CL-1, *Avionics and Nonnuclear Weapons Delivery Flight Crew Procedures*, 1 July 2011

AFI 11-2F-16V3 SHAWAFBSUP, *F-16 Operations Procedures*, 22 May 2008

SHAWAFBI 11-250, *Airfield Operations and Base Flying Procedures*, 15 May 2012

AFI 11-418, *Operations Supervision*, 15 Sep 2011

AFI 21-101, *Aerospace Equipment Maintenance Management*, 26 Jul 2010

AFI 21-101_COMBATAIRFORCESUP_SHAWAFBSUP, *Aerospace Equipment Maintenance Management*, 28 Jan 2011

SAFB Plan 90-201, *Base X Plan*, 1 Apr 2011

20 FW SOF Quick Reaction Checklist, 30 Mar 2012

20 FW Pilot Aid, 15 Apr 2008

SAFB Plan 108, *Hurricane Evacuation Plan*, 1 Feb 2012

SAFB Plan 31-101, *Integrated Base Defense Plan*, 1 Aug 2011

SAFB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*, 1 Oct 2011

SAFB Plan 91-204, *Mishap Response Plan*, 1 Oct 2011

Prescribed Forms

SHAWAFB Form 26, *SOF Tour Report*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ARMS—Aviation Resource Management System

ATC—Air Traffic Control

ATIS—Automated Terminal Information Service

EOR—End of Runway

EPU—Emergency Power Unit

FCF—Functional Check Flight

FLIP—Flight Information Publication

FO—Foreign Object

FOD—Foreign Object Damage

IFR—Instrument Flight Rules

LOA—Letter of Agreement

LWNS—Local Weather Network System

MOAs— - Military Operating Areas

MOC—Maintenance Operations Center

NOTAMS—Notices to Airmen

PEX—Patriot Excalibur

PIREPS—Pilot Reports

RAPCON—Radar Approach Control

QRC—Quick Reaction Checklist

SARM—Squadron Aviation Resource Management

SDO—Senior Duty Officer

SFA—Single Frequency Approach

SOF—Supervisor of Flying

VFR—Visual Flight Rules

Attachment 5 (Added)**20 FW SOF NOMINATION MEMORANDUM****Table A5.1. (Added) 20 FW SOF Nomination.**

<div data-bbox="1250 380 1442 415" data-label="Text">ddmmmyyyy</div> <div data-bbox="217 451 678 485" data-label="Section-Header">MEMORANDUM FOR RECORD</div> <div data-bbox="217 525 381 558" data-label="Text">FROM: FS</div> <div data-bbox="217 596 859 636" data-label="Text">SUBJECT: Nomination for Supervisor of Flying</div> <div data-bbox="217 667 1404 819" data-label="List-Group"><ol style="list-style-type: none">1. (Rank name) is nominated for entry into the SOF upgrade program. (Rank name) is a 4-ship flight lead as of ddmmmyyyy.2. (Rank name)'s flying experience is: (F-16 time / Total time).</div> <div data-bbox="860 961 1188 1033" data-label="Text"><p>(FS/CC), Lt Col, USAF Commander</p></div>

Attachment 6 (Added)**20 FW SOF TRAINING/CERTIFICATION PROGRAM**

A6.1. (Added) Briefing from 20 OG/OGV on training program and current guidance

A6.2. (Added) Flight line driver authorization from 20 OSS/OSAA

A6.3. (Added) SIPRNET account from unit security manager

A6.4. (Added) Review of the following publications:

A6.4.1. **(Added)** AFI 11-202V3, *General Flight Rules*, as supplemented

A6.4.2. **(Added)** AFI 11-2F-16V3, *F-16 Operational Procedures*, as supplemented

A6.4.3. **(Added)** AFI 11-418, *Operations Supervision*, as supplemented

A6.4.4. **(Added)** SHAWAFBI 11-250, *Airfield Operating Procedures and Base Flying Procedures*

A6.4.5. **(Added)** 20 FW Pilot Aid, Section B Emergency Procedures

A6.4.6. **(Added)** 20 FW SOF Quick Reaction Checklist

A6.4.7. **(Added)** SAFB Plan 108, *Hurricane Evacuation Plan*

A6.4.8. **(Added)** SAFB Plan 31-101, *Installation Security Program*

A6.4.9. **(Added)** SAFB Plan 91-212, *Bird Aircraft Strike Hazard (BASH) Plan*

A6.4.10. **(Added)** SAFB Plan 91-204, *Aircraft Mishap Response Plan*

A6.4.11. **(Added)** AFI 21-101, *Aerospace Equipment Maintenance Management*, and SHAWAFB SUP1, paragraphs 10.19. and 10.20.

A6.4.12. **(Added)** AFI 13-213_SHAWAFBSUP1, *Flightline Vehicle Operations*

A6.5. (Added) Receive briefings on SOF support and interface from the following agencies:

A6.5.1. **(Added)** 20 OSS/OSW (combat weather team personnel in squadron)

A6.5.2. **(Added)** 20 OSS/OSAR (RAPCON)

A6.5.3. **(Added)** 20 OSS/OSAT (Tower)

A6.5.4. **(Added)** 20 CES/CEF (Base Fire Station)

A6.5.5. **(Added)** 20 CES/CED (EOD)

A6.5.6. **(Added)** 20 OSS/OSAA (Airfield Management)

A6.5.7. **(Added)** 20 FW/CP (Command Post)

A6.5.8. **(Added)** 20 MOS/MXOO (MOC)

A6.6. (Added) Two supervised 4-hour tours (one tour required for previously qualified SOFs); one tour must be opening and include the following:

A6.6.1. **(Added)** Operation of all SOF equipment/radios

A6.6.2. **(Added)** Contact procedures for aircraft and support agencies

A6.6.3. **(Added)** Review of publications and directives available to the SOF (hard and soft copy)

A6.6.4. **(Added)** Operation of SOF vehicle

A6.6.5. **(Added)** Familiarization tour of the airfield and discussion of frequently-used travel routes

A6.6.6. **(Added)** Actual or simulated IFE when acting as primary SOF

A6.7. (Added) SOF examination (85% passing)

A6.8. (Added) Brief from 20 OG/CC (Attachment 7, SOF Certification Memorandum signed)

A6.9. (Added) Original Certification Memorandum filed in individual's training folder (grade book)

A6.10. (Added) Addition to Letter of X as SOF qualified

Attachment 7 (Added)**20 FW SOF CERTIFICATION MEMORANDUM****Table A7.1. (Added) 20 FW SOF Certification Memorandum**

ddmmmyyyy	
MEMORANDUM FOR RECORD	
FROM: 20 OG	
SUBJECT: SOF Upgrade for (Rank Name)	
1. (Rank Name) will accomplish the following SOF upgrade prior to certification:	
Task/OPR	Date
Brief on upgrade program and current guidance, 20 OG/OGV x1885	
SOF Test (Open Book, 85% minimum passing grade), 20 OG/OGV x1885	
Flight line driver authorization and airfield management brief, 20 OSS/OSAA x2345	
SIPRNET account, Unit Security Manager	
Review publications: 11-202V3/Sup, 11-2F-16V3/Sup, 11-418/Sup, 11-250, Pilot Aid Section B, 13-213/Sup, 21-101/Sup, SOF Checklist, SAFB Plans 108, 31-101, 91-212, and 91-204	
WX brief, Squadron Combat Weather Team or 20 OSS/OSW x2363 bldg 615	
RAPCON brief, 20 OSS/OSAR x1058 bldg 700	
Tower brief, 20 OSS/OSAT x2624 bldg Tower	
Fire Station brief, 20 CE/CEF x4709 bldg 708	
EOD brief, 20 CE/CED x0275	
Command Post brief, 20 FW/CP x5850 bldg 1122	
MOC brief, 20 MXS/MXOO x1696	
Demonstrate: SOF equipment/radio operation, contact aircraft and support agencies, review of available pubs, SOF vehicle operation, tour of airfield, actual or simulated IFE while acting as primary SOF	
4-hour Opening Tour	
4-hour Additional Tour (unless previously qualified SOF)	
Interview with OG/CC once all tasks are accomplished	
Original Certification Memorandum filed in grade book.	
2. (Rank Name) is certified for SOF and Instructor SOF duties.	
(20 OG/CC), Col, USAF Commander	

Attachment 8 (Added)**20 FW TOP 3 UPGRADE PROGRAM**

A8.1. (Added) Briefing from FS/CC on philosophy and responsibilities

A8.2. (Added) SIPRNET account from unit security manager

A8.3. (Added) Review of the following publications:

A8.3.1. **(Added)** AFI 11-202V3, *General Flight Rules*, as supplemented

A8.3.2. **(Added)** AFI 11-2F-16V3, *F-16 Operational Procedures*, as supplemented

A8.3.3. **(Added)** AFI 11-418, *Operations Supervision*, as supplemented

A8.3.4. **(Added)** SHAWAFBI 11-250, *Airfield Operations and Base Flying Procedures*

A8.3.5. **(Added)** 20 FW Pilot Aid, Section B Emergency Procedures

A8.3.6. **(Added)** 20 FW SOF Quick Reaction Checklist

A8.3.7. **(Added)** SAFB Plan 91-204, *Aircraft Mishap Response Plan*

A8.3.8. **(Added)** AFI 21-101, *Aerospace Equipment Maintenance Management*, and SHAWAFBSUP1, paragraphs 10.19 and 10.20

A8.4. (Added) Receive briefings on Top 3 support and interface from the following:

A8.4.1. **(Added)** AMU Pro Super

A8.4.2. **(Added)** FS Combat Weather Team

A8.5. (Added) One supervised 2-hour tour including the following tasks:

A8.5.1. **(Added)** Acting Top 3 for a Mass Brief

A8.5.2. **(Added)** Operation of equipment/radios

A8.5.3. **(Added)** Contact procedures for aircraft and support agencies

A8.6. (Added) Attachment 9, 20 FW Top 3 Certification Letter will be filed in the individual's training folder (gradebook).

NOTE (Added): This upgrade program provides a minimum list of items to become a Top 3. FS/CCs may add items as they deem necessary based on squadron requirements and upgradee experience.

Attachment 9 (Added)

20 FW TOP 3 NOMINATION/CERTIFICATION MEMORANDUM

Table A9.1. (Added) 20 FW Top 3 Nomination/Certification.

ddmmmyyyy	
MEMORANDUM FOR RECORD	
FROM: FS	
SUBJECT: Top 3 Upgrade for (Rank Name)	
1. (Rank Name) will accomplish the following Top 3 upgrade program.	
Task	Date
Briefing from FS/CC on philosophy and responsibilities	
SIPRNET account from unit security manager	
Review the following publications: 11-202V3/Sup, 11-2F-16V3/Sup, 11-418/Sup, 11-250, 20 FW Pilot Aid Section B, 21-101/Sup, para 10.19 and 10.20, 20 FW SOF Checklist and SAFB Plan 91-204	
AMU Pro Super brief	
FS Combat Weather Team brief	
One supervised 2-hour tour including: mass brief, equipment/radio operation, contact aircraft and support agencies, and additional tasks as directed by FS/CC	
File letter in the individual training folder (gradebook).	
2. (Rank Name) is certified for Top 3 duties.	
(FS/CC), Lt Col, USAF Commander	
1st Ind, 20 OG/CC	
MEMORANDUM FOR 20 OG/OGV	
Approved/Disapproved.	
(20 OG/CC), Col, USAF Commander	

Attachment 10 (Added)**20 FW TOP 3 CHECKLIST GUIDE**

A10.1. (Added) Checklist Requirements. The Top 3 will have available a procedural checklist that includes detailed instructions for the following (other items will vary by fighter squadron):

Table A10.1. (Added) Checklist Items.

1	Opening
2	Top 3 Changeover
3	Closing
4	Roll call
5	OG/CC notification
6	Aircraft crash
7	Divert
8	Other items as determined by fighter squadron